

CITY OF HOUSTON

PARADE PERMIT APPLICATION

The City of Houston, Department of Public Works & Engineering, Traffic and Transportation Division accepts applications between the hours of 9:00 o'clock a.m. and 4:00 o'clock p.m., Monday through Friday, except for City-observed Holidays (Business Day).

Applications for parade permit under Houston City Code § 45-235*et seq.* (Parade Ordinance) may be filed no earlier than the 365th day prior to the date of the requested parade.

In accordance with all the provisions of Division 1 of Article IX of Chapter 45 of the Code of Ordinances of the City of Houston, Texas, the undersigned applicant hereby applies for a parade permit and hereby provides the following information and represents that it is true and correct:

☐

IN DOWNTOWN

☐

OUTSIDE OF DOWNTOWN

☐

Non-Commercial means any non-revenue generating parade or parade for which no participation fee is charged

☐

Commercial means any revenue generating parade or parade for which a fee is charged.

Date Requested for Parade _____

Time of Day Requested for Parade _____

Name of Parade _____

All applications must be accompanied by a nonrefundable fee of \$250.00. The fee must be in the form of a money order or cashier's check. Any application submitted without the fee will not be accepted and will be returned to the applicant immediately upon its presentment for review.



1. (a) Applicant(s) Name: _____

**Letter stating the applicant is fully authorized to act and contract for each and every person, association, organization, club, society, firm, partnership, corporate body or individual or group of individuals on whose behalf this application is made.

(b) Applicant's Mailing Address _____
(and street address if different):

(c) Applicant's Phone Number: _____

(d) The following are the names, addresses, and telephone numbers of each and every other person, including any association, organization, club, society, firm, partnership, corporate body, or individual or group of individuals on whose the application is made:

(e) The name, address, telephone number and alternate number of the person who will be on-site and in charge of conducting the parade for the applicant and will be responsible to city officials/employees for ensuring that the parade is conducted in compliance with this division and other applicable laws is:

2. In the event that it becomes necessary for the City Attorney to initiate a lawsuit regarding this application and any other applications with which it may conflict under Houston Code Section 45-235 (f), What is the name and address of the person authorized to receive and accept judicial process on behalf of the applicant:

3. (a) Estimated time of the parade: _____

(b) Is a freeway ramp closure requested ☐ NO ☐ YES
(If yes, please identify entrance/exit closure(s)) (*SAMPLE: Mc Kinney Exit at Bagby*)

(c) Route of the proposed parade (attach a map of route):

4. Estimated number of persons who will participate in the parade: _____

5. Estimated number, if any, of the following that will participate in the parade: _____

(a) Animals: _____ (b) Animal Riders: _____

(c) Animal Drawn Vehicles: _____ (d) Motor Vehicles: _____

(e) Motorized Displays (Floats): _____

(f) Marching Units or Organizations (Bands, Color Guards and drill Teams): _____

Once approved the applicant understands they must contact the Special Operations Division of the Houston Police Department (HPD) at (832) 394-0000, to coordinate traffic control services along their parade route.

****Commercial Parade Applicant**

The applicant understands they must contact the Special Operations Division of the Houston Police Department for a determination of the uniformed police officers/supervisors required to provide traffic control for the parade and/or applicant agrees to pay the City of Houston's fee set forth in § 45-232 for all traffic control services along parade route.

APPLICANT, FOR AND ON BEHALF OF HIMSELF/HERSELF/ITSELF, TOGETHER WITH HIS/HERS/ITS, SUCCESSORS, HEIRS, EXECUTORS, ADMINISTRATORS, ASSIGNS, PARTNERS, MEMBERS, DIRECTORS, OFFICERS, SHAREHOLDERS, EMPLOYEES, AGENTS, SERVANTS, VOLUNTEERS AND ANY OTHER PERSONS, ORGANIZATIONS, FIRMS OR CORPORATIONS, JOINTLY AND SEVERALLY, DOES HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF HOUSTON, TEXAS, TOGETHER WITH ALL OF ITS FORMER AND PRESENT ELECTED AND APPOINTED OFFICIALS, LEGAL REPRESENTATIVES, EMPLOYEES (IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES), AGENTS, SERVANTS, VOLUNTEERS, SUCCESSORS AND ASSIGNS AND ALL AFFILIATED PERSONS AND ENTITIES, (HEREINAFTER COLLECTIVELY HOUSTON) OF, FROM AND AGAINST ANY AND ALL LIABILITIES OF EVERY KIND, CLAIMS, CAUSES, OF ACTION, LOSSES, JUDGEMENTS (INCLUDING ALL EXPENSES OF LITIGATION, COSTS AND ATTORNEYS' FEES), FINES, DEMANDS, DAMAGES, LOSS OF USE OR SERVICES OR INJURIES TO REAL AND/OR PERSONAL PROPERTY AND/OR PERSONS (INCLUDING DEATH), KNOWN AND UNKNOWN, (COLLECTIVELY CLAIMS) ASSERTED BY ANY PERSON OR ENTITY AGAINST HOUSTON WHETHER AT LAW OR IN EQUITY, IN CONTRACT OR TORT, UNDER STATUTORY OR COMMON LAW OR PURSUANT TO THE TEXAS OR UNITED STATES CONSTITUTION(S), ARISING OUT OF, TOUCHING UPON OR IN ANY WAY RELATING TO THE ISSUANCE OF THE PARADE PERMIT, THE PARADE AND/OR TO THE PRESENCE, MALFUNCTION, MAINTENANCE, ADDITION OR SUBSTITUTION OF ANY PROPERTY OWNED, LEASED, OPERATED, OR UTILIZED BY HOUSTON AND/OR ANY OTHER PERSON OR ENTITY IN CONNECTION WITH THE PARADE EVEN IF THE CLAIM IS THE RESULT OF THE ACTUAL OR ALLEGED SOLE NEGLIGENCE OF HOUSTON AND/OR THE ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE OF HOUSTON AND ANY OTHER PERSON OR ENTITY, AND/OR THE ACTUAL OR ALLEGED STRICT, STATUTORY OR CONSTITUTIONAL LIABILITY OF HOUSTON, AS SUCH, THE FOREGOING INDEMNITY IS INTENDED TO INDEMNIFY HOUSTON AGAINST THE CONSEQUENCE OF ITS SOLE NEGLIGENCE OR FAULT AND AGAINST THE CONSEQUENCE OF THE NEGLIGENCE OR FAULT OF HOUSTON OCCURRING JOINTLY OR CONCURRENTLY WITH THE NEGLIGENCE OR FAULT OF ANY PERSON OR ENTITY AND AGAINST THE CONSEQUENCE OF THE STRICT, STATUTORY, OR CONSTITUTIONAL LIABILITY OF HOUSTON.

Applicant Signature: _____ Date: _____

THE STATE OF TEXAS }
COUNTY OF HARRIS }

BEFORE ME, the undersigned authority, on this day personally appeared _____

_____, known to me, who, being, by me duly sworn, states that all

declarations contained therein are true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME on the ____ day of _____.

Notary Public in and for the STATE OF TEXAS

My Commission Expires: _____

☐ Application received by the Public Works and Engineering Department, Traffic and Transportation
Division by: _____ Date: _____

☐ Application Denied by: _____ Date: _____

Reason(s):

☐ Conditional Permit Issued Date Due: _____

☐ Application Recommended for Arbitration by _____ Date: _____

Applicant parties must agree and employ an arbitrator 5 (five) days after the recommendation of the arbitrator. All fees charged by the arbitrator shall be shared equally by the applicants and shall be paid directly to the arbitrator or the AAA, as its rules may require. The arbitrator shall hold a hearing on all applications referred pursuant to the preceding subsection within 15 business days after receipt thereof and shall provide written notice of the date, time and location of such hearing at least 5 business days in advance thereof to the applicants and all other persons identified by the director. No hearing shall continue past one day. Within 5 business days of the conclusion of the hearing, the arbitrator will render a final decision and award the parade permit to one of the applicants, giving written notice of his decision to the director.

The attached ordinance under Section 45-235 (j) identifies the determination criteria for competing parades.

☐ Application Approved Amount Paid \$_____ Receipt No. _____

Amended and Revised 12/7/2005